



COMMONWEALTH of VIRGINIA


Department of General Services

Division of Purchases and Supply

February 7, 2006

1111 East Broad Street
P.O. Box 1199
Richmond, Virginia 23218-1199
(804) 786-3842
FAX (804) 225-3707

To: Procurement Directors

From: Ron Bell, Director 

Subject: Year End Requisition Cut-off Date

Requisitions for purchases to be charged to this fiscal year must be received by the Division of Purchases and Supply by April 2, 2007 to allow for processing and delivery prior to June 30, 2007. Exceptions may be made for emergencies, in which case requisitions must be accompanied by a letter of justification. Adequate time must be allowed to complete the delivery, submit the invoice, and process payment by June 30, 2007. Vendor delivery on requisitions received late may not be made until the new fiscal year, which would then require payment from the new fiscal year funds.

Therefore, to ensure delivery on requisitions received prior to April 2, 2007, the requisition should contain all of the essential information, clear and concise specifications needed to develop a solicitation. For further information on completing a DGS/DPS Purchase Requisition, refer to section 13.8 of the Agency Procurement and Surplus Property Manual.

If you wish to forward an approved and signed requisition to DPS via e-mail, please send it to paul.higgins@dgs.virginia.gov. If you have any questions, please contact Paul Higgins at 804-786-1601.